



## Who We Are

Some space. A ball. Your mates. A game.  
Your team. A competition. Maybe a trophy or two.  
Work hard. Develop skills. Get selected. Represent your nation.  
Volunteer time. Pick up a whistle. Make a difference.  
We are England Touch. Pick up a ball and play!

The England Touch Association (ETA) is a National Governing Body (NGB) for the sport of Touch (also referred to as Touch Rugby or Touch Football) in England. We are Sport England recognised and affiliated to the global governing body of Touch, the Federation of International Touch (FIT). The ETA has evolved from a committee of volunteers into a not-for-profit company limited by guarantee with an accountable board of Directors, a Senior Executive, a developing paid workforce of employees and an extremely loyal base of volunteers.

## Our Vision

**Our Purpose** is to govern the sport of Touch.

**Our Vision** is to grow a more accessible, inclusive and enjoyable game, which delivers positive outcomes for physical, mental and social well-being.

**Our Vision** is achieved by:

- Growing the Game (increasing participation in playing, coaching, refereeing and volunteering)
- Developing the Sport (governing and developing participation from grassroots to elite level)
- Evolving as an organisation (expanding our infrastructure with a strong focus on Equity, Diversity and Inclusivity, as well as ensuring that Sustainability is also at the forefront of our thinking)

**Our Vision** is delivered through:

- Education (schools, colleges, universities and our educational courses and qualifications)
- Clubs (supporting club activity and engagement at all levels within our game)
- Competition (creating inclusive, diverse and accessible offers across wide ranging demographics)

# REFEREE EVENT COORDINATOR - RECRUITMENT PACK



## Why Do We Need You?

The Referee Event Coordinator is responsible for supporting the planning, coordination, and on-the-day delivery of referees at England Touch Association (ETA) events. Working closely with the Referee Operations Manager, this role helps recruit referees for the season's competitions and ensures all activity is aligned with ETA policies and standards.

This will include collaborating with the rest of the Referee Event Coordinator group to share responsibilities across events, ensuring timely and accurate communication with attending referees and relevant stakeholders, and completing key administrative and operational tasks to enable smooth event delivery. A strong emphasis is placed on referee welfare, enjoyment, and creating a positive event experience. Coordinators are expected to support a small number of events each year, with workload distributed evenly across the team.

On event days, the post holder will act as a welcoming and visible leader for referees, deliver briefings, liaise with tournament organisers and stakeholders, and serve as a key point of contact for referee support and welfare. The role also plays an important part in fostering an inclusive and supportive referee community, promoting recognition and enjoyment across all events, and representing referee interests within ETA committees and working groups.

## Role Details

<b>Department</b>	Operations & Events
<b>Supported by</b>	Referee Operations Manager
<b>Supporting</b>	Liaises with Head of Referee Development, National Referee Committee, Events Delivery Lead, Operations Manager, Tournament Directors
<b>Hours</b>	Approx 2-4 hours / week during the lead up to event days
<b>Key Activity Periods</b>	<b>September - March:</b> UTC Season, Annual planning <b>April - August:</b> Major domestic and international tournaments
<b>Role Duration</b>	N/A
<b>Expenses</b>	Pre-approved and allowable expenses (travel, accommodation, etc) will be reimbursed upon completion of the standard expenses form to Finance
<b>Location</b>	Work from home and various other locations as required. The group must have a presence at all ETA tournaments. This can be shared across the group, or nominated representatives may be identified

## What You'll Do

### 1. Season Planning

- a. Liaise with the Referee Operations Manager to support in the recruitment of referees for ETA events.
- b. Where possible, collaborate with the Elite Referee Developer to support the delivery of the referee development programme.
- c. Ensure alignment with ETA policies.

### 2. Referee Coordination

- a. Work with the Referee Events Coordinator group to share responsibilities to ensure an even spread of workload.
- b. Ensure all information (pre and post event) are sent in a timely manner to relevant parties and attending referees
- c. Complete tasks for successful delivery of events are completed - with a key focus on referee welfare and enjoyment.
- d. Ensure the Referee Events Coordination group has a nominated presence at all ETA tournaments.

### 3. Event Day Leadership

- a. Become a welcoming face to all referees attending the event you are managing.
- b. Deliver on the day briefings to referees.
- c. Liaise with tournament organisers and stakeholders to ensure strong delivery of events, celebrating wins and identifying / managing risks or issues, escalating where required.
- d. Be a “go to” person to support the welfare of referees, collaborating with other ETA wellbeing leads (.e. Performance Support Services, Safeguarding or EDI).
- e. Collaborate with social media leads to ensure content is captured and the profile of referees is elevated within ETA's membership base and beyond.

### 4. Community & Culture

- a. Foster a positive and inclusive community for referees across all levels.
- b. Promote referee welfare, recognition, and enjoyment across all events.
- c. Represent referee interests within ETA committees and working groups.



## Who You Are

### Essential Qualifications, Skills & Experience

- ETA Tournament Event Experience: Some experience attending ETA Tournament Events (Nationals, NTS, UTC) as a referee, player, coach or volunteer.
- Leadership: Leadership skills and the ability to motivate others within the refereeing community.
- Organisation: Strong organisational skills and attention to detail.
- Communication: Excellent verbal and written communication and interpersonal skills.
- Safeguarding: Some understanding of safeguarding, welfare, equity, and duty of care in a sporting environment.
- Enhanced DBS, as this role will have access to sensitive data (cost for which is covered by the ETA.)

### Desirable Skills & Experience

- Management: Experience in managing volunteer teams or sport development programmes.
- NGB Experience: Familiarity with the structure and goals of National Governing Bodies (NGBs).
- Information Technology (IT) Skills: Experience in digital learning tools, data management and Google Drive

### Key Attributes

- Passion for officiating and the role of referees in Touch.
- Committed to upholding and improving referee standards at all levels.
- Approachable, supportive, and collaborative leadership style.
- Ability to inspire and mentor referees of all experience levels.
- Able to travel and to attend key domestic and international events when required.
- Commitment to the ETA's values: inclusivity, transparency, ambition, unity and respect.



## What Can We Offer You

- Opportunity to utilise and develop your portfolio of skills and experience.
- Gain valuable hands-on experience in an NGB, which is also a sporting not-for-profit organisation.
- Training and development opportunities (induction, role-specific training, workforce development training, internal IT systems training, CPD courses and conferences).
- *#OneEngland* Workforce Induction Pack, on-boarding session with Line Manager and access to an ETA email address and shared Google Drive.
- Inclusion in the *#OneEngland* Workforce Recognition Scheme (as agreed by the sub-committee of the Board).
- Membership of the ETA (including access to discounts, savings and offers (e.g. AON Plus Scheme): <https://www.Englandtouch.org.uk/play/membership/benefits/>)
- One England Workforce Kit Allowance

## Our Commitment to Equity, Diversity & Inclusion

At England Touch, everyone is welcome!

You don't have to be sporty to be part of our community. What matters to us is that we have talented, enthusiastic and experienced people working with us who can help deliver our strategic outcomes.

Our dedication to inclusivity means that we actively welcome and support differences regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

We recognise that the diversity of our people is a source of strength and are taking positive steps to ensure that everyone involved in our game can bring their full selves, own unique experiences and perspectives. Together we can ensure that England Touch remains a welcoming and inclusive community for all!

If you need reasonable adjustments made to the recruitment process, please mention this during your application so we can advise and support you.

Note: All employees and volunteers hold a duty and commitment to observing ETA's [Equality, Diversity & Inclusion Policy](#) and procedures at all times.

# REFEREE EVENT COORDINATOR - RECRUITMENT PACK



## Our Values

<p><b>We are Inclusive</b></p> <p>We are committed to making our sport accessible to all by actively promoting and providing opportunities for widespread participation</p>	<p><b>We are Transparent</b></p> <p>Transparency underpins our sport. We prioritise openness, ethics and the highest standards on and off the field, through honesty, integrity and fair play</p>	<p><b>We are Ambitious</b></p> <p>We are driven to succeed in our sport. We will not limit our goals or imagination and aim for ambitious goals, pushing boundaries ourselves and the game</p>
<p><b>We are United</b></p> <p>Success in our sport is achieved by working together. We inspire unity and collaboration, operating as one team, with common goals and shared values</p>	<p><b>We are Respectful</b></p> <p>This is the basis of our sport. We promote respect for players, coaches, referees, volunteers and all others involved in our game at every level</p>	<p><b>We are England Touch</b></p> 

## Ready to apply?

Please complete the application form, [here](#). We will appoint suitable candidates when they are identified, so please submit your application as soon as possible.

**For more information, contact:** Jack Harris, Head of Referee Development ([jack.harris@englandtouch.org.uk](mailto:jack.harris@englandtouch.org.uk))

### England Touch Association:

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w: [www.Englandtouch.org.uk](http://www.Englandtouch.org.uk)

Instagram / Facebook / X: @Englandtouch

LinkedIn: [www.linkedin.com/company/Englandtouch](http://www.linkedin.com/company/Englandtouch)

# REFEREE EVENT COORDINATOR - RECRUITMENT PACK



Note: Team England may not attend all the competitions below (this will be decided by the Pathways & Performance Leadership Team, in discussion with the head coaches from each division).

## 2026

- Performance Squad training camps
  - Adult: Jan 24/25, Feb 21/22, Mar 14/15, June 06/07, July 04/05
  - Youth: Jan 10/11, Feb 07/08, Mar 07/08, Apr 11/12, May 23/24, July 12, Aug 01/02
- University Touch Championships: Feb 07 & 28, Mar 21 - Nottingham Riverside
- Performance in Touch Conference: March 21/22
- National Touch Series:
  - Mens & Womens: Apr 18/19, May 16/17
  - Mixed: May 30/31, June 13/14, June 27/28
  - Seniors & Masters: March 01 (Midlands), June 21 (North), Sep 19 (South)
- Nationals:
  - Opens: May 02/03/04 - Nottingham Highfields
  - Seniors & Masters: May 02/03 - Nottingham Highfields
  - Juniors: Aug 29/30 - Nottingham
- European Touch Championships:
  - Adult: Jul 20-26, Vichy, France
  - Youth: August 13-16, Warwick, England
- Other international tournaments:
  - Asia Pacific Opens Cup: likely Apr / May in Queensland, Australia
  - Asia Pacific Seniors Cup: likely October in Japan

## 2027

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- Asia Pacific Youth Cup
- Atlantic Youth Cup
- Opens Event
- Seniors & Masters Event

## 2028

- Performance Squad training camps (Adult & Youth)
- University Touch Championships
- National Touch Championships / Junior Nationals
- European Junior Touch Championships
- **Touch World Cup: likely October, in New Zealand**